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PERSONNEL QUESTIONS

Amendments to the Staff Rules

Report of the Secretary-General

Addendum

1. The Staff Regulations of the United Nations provide in regulation 12.3 that the full text of provisional staff rules and amendments shall be reported annually to the General Assembly.

300 series

2. The present addendum to document A/C.5/48/37 amends the preface to the 300 series and paragraph (a) (ii) of rule 301.1 in order to remove the reference to a minimum duration of three months for appointments of limited duration, corrects rule 306.1 to include reference to pensionable remuneration scales set out in appendix C and changes certain salary scales in appendices A and C of the Rules, which are hereby submitted.

3. The amended pages appear in the annex to the present report.

Annex

ST/SGB/Staff Rules/3/Rev.5/Amend.1
May 1994

STAFF RULES

RULES 301.1 TO 312.6 GOVERNING APPOINTMENTS FOR SERVICE OF A LIMITED DURATION

SECRETARY-GENERAL'S BULLETIN

UNITED NATIONS
NEW YORK, 1994

ST/SGB/Staff Rules/3/Rev.5/Amend.1
May 1994

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES APPLICABLE TO SERVICE OF A LIMITED DURATION

1. Staff rules 301.1 to 312.6, which are applicable to staff members specifically engaged for short-term service and assignments of limited duration, were issued in a revised edition with effect from 1 January 1994.

2. The revised edition of those rules (ST/SGB/Staff Rules/3/Rev.5) was issued to enable the Organization to respond rapidly and flexibly to the increased demand for short-term assistance in a variety of situations. The present amendment is intended to remove the minimum duration of three months for appointments of limited duration to make provision for very short assignments, such as election monitoring and other limited operational activities. The salary scales are also updated in line with the revised base salary scale for staff in the Professional and Field Service categories, which came into effect on 1 March 1994.

3. Paragraph (b) of the section "Scope and purpose of the 300 series of Staff Rules" is hereby amended to remove the reference to a minimum duration of three months.

4. Paragraph (a) (ii) of rule 301.1 (Applicability) is also amended to remove the reference to a minimum duration of three months.

5. Rule 306.1 (Joint Staff Pension Fund) is corrected to include a reference to the pensionable remuneration scales set out in appendix C.

6. Appendix A is amended to adjust the short-term monthly rates for Professional levels and for translators and revisers at Headquarters, New York, with effect from 1 March 1994 for local recruits and from 1 April 1994 for non-local recruits.

7. Appendix C is amended to adjust the salary rates for staff with appointments of limited duration in the Professional and Field Service categories, with effect from 1 March 1994, and the scales of pensionable remuneration for those categories of staff, with effect from 1 November 1993.

8. New pages iv, 1, 7, 15, 16, 23, 24 and 24a are transmitted herewith.

Boutros BOUTROS-GHALI
Secretary-General

SCOPE AND PURPOSE OF THE 300 SERIES OF STAFF RULES

The 300 series of Staff Rules is applicable to staff members recruited specifically to meet special needs of the United Nations for services of a limited duration. The Rules provide for two types of non-career appointment:

(a) Short-term (ST) appointments, for a period not exceeding six months. The purposes for which such appointments may be made are for assistance in dealing with peak workloads or meeting unforeseen demands, to cover essential work which, as a result of vacancies or absences for mission service, cannot be performed by regular staff; and to provide services for conferences and other short-term purposes;

(b) Appointments for activities of a limited duration (LD appointments), including peace-keeping, peacemaking and humanitarian missions, technical cooperation in the field and other emergency operations. Such appointments are intended for assignments not expected to exceed three years, with a possibility of extension, exceptionally, for a fourth and final year. Under no circumstances will an extension beyond four years be granted.

These Rules are to be read in conjunction with the Staff Regulations of the United Nations, which are enacted by the General Assembly. The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat.

The Secretary-General, as the Chief Administrative Officer, provides and enforces such Staff Rules, consistent with the principles expressed in the Staff Regulations, as he considers necessary.

Rules 301.1 through 312.6 are numbered to show their relationship with the articles of the Staff Regulations. Thus rule 301.3 deals with a subject covered by article I of the Regulations; rule 306.2 deals with a subject covered by article VI of the Regulations; and rule 312.1 deals with a subject covered by article XII of the Regulations.

The articles of the Staff Regulations are:

Article		Rules
I	Duties, obligations and privileges	301.1-301.5
II	Classification of posts and staff	
III	Salaries and related allowances	303.1-303.6
IV	Appointment and promotion	304.1-304.7
V	Annual and special leave	305.1-305.2
VI	Social security	306.1-306.4
VII	Travel and removal expenses	307.1-307.7
VIII	Staff relations	308.1
IX	Separation from service	309.1-309.6
X	Disciplinary measures	310.1
XI	Appeals	311.1
XII	General provisions	312.1-312.6

STAFF RULES 301.1-312.6

GOVERNING APPOINTMENTS FOR SERVICE OF A LIMITED DURATION

Rule 301.1

APPLICABILITY

(a) Staff rules 301.1 through 312.6 are applicable to staff members:

(i) Specifically engaged on short-term (ST) appointments for conference and other short-term service for a period not exceeding six consecutive months, at all duty stations where separate rules for such staff have not otherwise been established;

(ii) Specifically recruited on limited duration (LD) appointments for activities of a limited duration not expected to exceed three years, including peace-keeping and peacemaking, humanitarian, technical cooperation and emergency operations.

(b) The Secretary-General may establish special conditions of employment applicable to short-term language staff at the Professional level on specific assignments.

Rule 301.2

HOURS OF WORK AND OFFICIAL HOLIDAYS

(a) The Secretary-General shall set the normal working hours for each duty station and notify the staff of these hours. Exceptions may be made by the Secretary-General as the needs of the service may require.

(b) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

(c) The Secretary-General shall set the official holidays for each duty station and notify the staff of these holidays.

Rule 301.3

NON-ACCEPTANCE OF ANY HONOUR, DECORATION, FAVOUR, GIFT OR REMUNERATION FROM OUTSIDE SOURCES

(a) No staff member shall accept any honour, decoration, favour, gift or remuneration from an external source without first obtaining the approval of the Secretary-General.

(b) Approval shall not be granted if the honour, decoration, favour, gift or remuneration is from a Government, excepting for decorations for war service earned before appointment.

(c) If the honour, decoration, favour, gift or remuneration is from a non-governmental source, approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of staff regulation 1.2 or with the individual's status as an international civil servant.

(b) The Secretary-General shall set terms and conditions under which annual leave may be allowed to staff members specifically recruited for service of limited duration under staff rule 301.1 (a) (ii) (LD appointments).

Rule 305.2

SPECIAL LEAVE

Staff members appointed under these rules may be granted special leave, with full or partial pay or without pay, for compelling reasons for such period as the Secretary-General may deem appropriate in the circumstances.

Rule 306.1

JOINT STAFF PENSION FUND

Staff members appointed under these rules, who meet the requirements of article 21 of the Regulations of the United Nations Joint Staff Pension Fund, shall become participants in the Joint Staff Pension Fund, provided that participation is not excluded by the terms of their appointment. The pensionable remuneration for staff members who become participants in the Pension Fund shall be set out in appendices A and C to these Rules.

Rule 306.2

SICK LEAVE

Staff members appointed under these rules who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

(a) All sick leave must be approved on behalf of the Secretary-General;

(b) Entitlement to sick leave shall be subject to a maximum rate of two working days for each full month of continuous service. Subject to the conditions provided in this rule, sick leave credits will be available at any time during service; however, should separation occur before the expiration date of the appointment, sick leave credits will be recalculated on the basis of the actual period of service;

(c) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. Where practicable they should, before absenting themselves, report to the United Nations Medical Officer;

(d) A staff member may be required to submit a medical certificate or to undergo examination by a medical practitioner named by the Secretary-General before his or her request for sick leave is granted. Any absence of more than two consecutive working days must be supported by a medical certificate in all cases. After a staff member has taken periods of non-certified sick leave totalling three working days within any period of six months of continuous service, any further absence from duty within that period shall either be supported by a medical certificate or charged as special leave without pay.

APPENDICES TO THE 300 SERIES OF THE STAFF RULES

Appendix A

SALARY RATES AND PENSIONABLE REMUNERATION FOR CONFERENCE AND OTHER SHORT-TERM STAFF AT HEADQUARTERS UNDER RULE 301.1 (a) (i)

I. Short-term monthly rates for Professional levels at Headquarters, New York a/

(United States dollars)

	Local (effective 1 March 1994)		Non-local b/ (effective 1 March 1994)	
Level	Gross	Net	Gross	Net
D-2	10 597	7 367	11 629	8 399
D-1	9 376	6 662	10 607	7 893
P-5	8 269	5 979	9 693	7 403
P-4	6 808	5 067	8 490	6 749
P-3	5 564	4 273	7 470	6 179
P-2	4 481	3 562	6 589	5 669
P-1	3 418	2 837	5 730	5 149

a/ The Secretary-General may establish appropriate alternative rates for special assignments.

b/ Includes subsistence allowance.

Appendix A (continued)

II. Salary rates for translators and revisers a/

(United States dollars)

(a) Daily rates

	Base pay		Effective 1 March 1994 Local recruits salary b/		Effective 1 April 1994 Non-local recruits salary c/ d/	
Translator I	143.60	(103.45)	181.03	(140.88)	175.05	(134.90)
Translator II	180.00	(124.10)	224.92	(169.02)	217.75	(161.85)
Translator III/ Reviser I	217.30	(144.65)	269.70	(197.05)	261.35	(188.70)
Translator IV/ Reviser II	245.65	(160.00)	303.57	(217.92)	294.35	(208.70)
Reviser III	274.30	(175.35)	337.73	(238.78)	327.60	(228.65)

(b) Monthly rates

	Base pay		Effective 1 March 1994 Local recruits salary b/		Effective 1 April 1994 Non-local recruits salary c/ e/	
Translator I	3 867	(2 785)	4 876	(3 794)	4 715	(3 633)
Translator II	4 846	(3 341)	6 056	(4 551)	5 863	(4 358)
Translator III/ Reviser I	5 848	(3 893)	7 255	(5 300)	7 030	(5 075)
Translator IV/ Reviser II	6 613	(4 307)	8 169	(5 863)	7 921	(5 615)
Reviser III	7 382	(4 719)	9 088	(6 425)	8 816	(6 153)

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a/ The terms "translators" and "revisers" include, as appropriate, précis writers, verbatim reporters and editors of official records and publications.

b/ Including post adjustment.

c/ Including cost-of-living supplement.

d/ In addition, entitled to a daily subsistence allowance of $204.

e/ In addition, entitled to a daily subsistence allowance of $204 for the first 30 days, $173 for the next 30 days, $135 from the 61st day and $101 from the 121st day.

Appendix C

SALARY RATES AND PENSIONABLE REMUNERATION FOR STAFF SPECIFICALLY RECRUITED FOR SERVICE OF A LIMITED DURATION UNDER RULE 301.1 (a) (ii)

I. Salary rates for staff with appointments of limited duration in the Professional category

(United States dollars per annum)

(Effective 1 March 1994)

Level		
USG	Gross	138 759
	Net	80 922
ASG	Gross	125 677
	Net	74 721
D-2	Gross	102 177
	Net	63 418
D-1	Gross	89 918
	Net	57 346
P-5	Gross	78 948
	Net	51 466
P-4	Gross	64 509
	Net	43 618
P-3	Gross	52 274
	Net	36 781
P-2	Gross	41 695
	Net	30 660
P-1	Gross	31 393
	Net	24 418

Recruitment allowance for staff with appointments of limited duration in the Professional category

Level	A	B	C	D	E
USG	5 665	11 329	16 994	22 658	28 323
ASG	5 230	10 461	15 691	20 922	26 152
D-2	4 439	8 879	13 318	17 757	22 196
D-1	4 014	8 028	12 043	16 057	20 071
P-5	3 603	7 205	10 808	14 410	18 013
P-4	3 053	6 107	9 160	12 213	15 266
P-3	2 575	5 149	7 724	10 299	12 873
P-2	2 146	4 292	6 439	8 585	10 731
P-1	1 709	3 419	5 128	6 837	8 546

II. Salary rates for staff with appointments of limited duration in the Field Service category

(United States dollars per annum)

(Effective 1 March 1994)

Level		
7	Gross	64 049
	Net	43 362
6	Gross	52 665
	Net	37 004
5	Gross	44 352
	Net	32 236
4	Gross	38 217
	Net	28 598
3	Gross	32 947
	Net	25 397
2	Gross	28 599
	Net	22 625
1	Gross	24 904
	Net	20 208

Recruitment allowance for staff with appointments of limited duration in the Field Service category

Level	A	B	C	D	E
7	3 035	6 071	9 106	12 141	15 177
6	2 590	5 181	7 771	10 361	12 951
5	2 257	4 513	6 770	9 026	11 283
4	2 002	4 004	6 006	8 007	10 009
3	1 778	3 556	5 333	7 111	8 889
2	1 584	3 168	4 751	6 335	7 919
1	1 415	2 829	4 244	5 658	7 073

III. Pensionable remuneration for staff with appointments of limited duration in the Professional category

(United States dollars per annum)

Level	
D-2	117 630
D-1	103 712
P-5	92 067
P-4	75 690
P-3	62 019
P-2	50 126
P-1	39 307

IV. Pensionable remuneration for staff with appointments of limited duration in the Field Service category

(United States dollars per annum)

Level	
7	72 709
6	59 970
5	47 410
4	38 881
3	31 428
2	27 577
1	24 476